

# **DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM**

## **Eisenhower Hispanic Serving Institutions Fellowships Guidelines**

**These guidelines are prepared for use by Hispanic Serving Institutions (HSIs) participating in the FHWA Dwight David Eisenhower Transportation Fellowship Program**

**July 1999**

# DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM

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# **DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM**

## **INTRODUCTION**

The Dwight David Eisenhower Transportation Fellowship Program was authorized by Section 6001 of Public Law 102-240, of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and reauthorized by Section 5104 of Public Law 105-178, of the Transportation Equity Act for the Twenty-First Century (TEA-21) of 1998. The Eisenhower Transportation Fellowship Program is DOT-wide, was developed in the Summer of 1992, and encompasses all modes of transportation. The HSI Executive Order 12900 was signed on February 22, 1994 by President William Jefferson Clinton.

The Program is managed by the Federal Highway Administration's (FHWA) National Highway Institute and receives annual funding of \$2 million (minimum). The first fellowships were awarded in the Spring of 1993.

## DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM

### OBJECTIVE

The objective of the Program is to attract the nation's brightest minds to the field of transportation, to enhance the careers of transportation professionals, and to retain top talent in the transportation industry in the United States. The Eisenhower Transportation Fellowship Program is a DOT-wide program that encompasses all modes of transportation. The six award categories are:

**Eisenhower Graduate Fellowships** enable students to pursue Master's Degrees or Doctorates in transportation-related fields at the school of their choice.

**Eisenhower Grants for Research Fellowships** acquaint students with transportation research, development, and technology transfer activities at the U.S. Department of Transportation.

**Eisenhower Historically Black Colleges and Universities (HBCUs) Fellowships** provide students attending HBCUs with additional opportunities to enter careers in transportation.

**Eisenhower Hispanic Serving Institutions (HSIs) Fellowships** provide students attending HSIs with additional opportunities to enter careers in transportation.

**Eisenhower Faculty Fellowships** provide talented faculty in transportation-related fields with opportunities to improve their expertise, by attending conferences, courses, seminars or workshops.

**Eisenhower Tribal Colleges Initiatives** identify transportation activities and provides student and faculty fellowship opportunities at Tribal Colleges

## DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM

### PURPOSE

- To provide assistance for HSIs in identifying and encouraging students to enter careers in transportation.
- To serve as a feeder to the Eisenhower Graduate and Grants for Research Fellowships Programs.
- To stimulate interests of HSI students in conducting transportation-related research and pursuing careers at the U.S. Department of Transportation and in the transportation industry.

### PROGRAM ADMINISTRATION

Each designated HSI representative must:

- Develop a plan to establish a HSI Fellowship Program, which must be approved by the Director, Universities & Grants Programs.
- Prepare, print, and distribute announcements, applications, and advertisements. **A nomination template, to be customized with the HSI's name, is provided in the Appendix.**
- Organize and convene a panel to review the applications for the HSI Fellowships.
- Establish a system to manage the awards. If the HSI is not able to administer the fellowship award, they will be administered by the Director, Universities & Grants Programs.
- All awards must be utilized in conjunction with transportation-related projects.

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### **PROGRAM ADMINISTRATION (contd.)**

- The Director, Universities & Grants Programs has the discretion of identifying additional fellowship funding.

### **ELIGIBILITY REQUIREMENTS**

- Applicant must be a U.S. citizen.
- Undergraduate students applying for awards must be in their junior year of college to receive funding.
- HSI Fellowships are intended for:
  - Juniors who wish to obtain funding toward a research-based transportation-related degree at a HSI and who plan to enter the transportation profession after completing their higher education.
  - Seniors who wish to obtain research-based transportation-related graduate degrees at a HSI and plan to enter the transportation profession after completing their higher education.
  - Graduate students (Masters or Ph.D.) who plan to enter the transportation profession after completing their higher education.

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### CRITERIA FOR EVALUATION

HSI Fellowships will be awarded on the basis of merit.

Evidence of merit will include:

- Academic records, including class standing, grade point average (GPA), and official transcripts.
- Recommendations regarding the applicant's qualifications.
- Work experience, if any, including employers' endorsements.
- During the period of the award, the recipient must develop a transportation-related project to be submitted through the campus representative to the Director, Universities & Grants Programs.

### SELECTION

- Each HSI shall advertise the program and provide applications for students who meet eligibility requirements. **An application template, to be customized with the HSI's name, is provided in the Appendix.**
- Each HSI shall convene a separate panel of prominent transportation faculty and professionals to evaluate and rank candidates.

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### **SELECTION (contd.)**

- The panel shall be named the Eisenhower HSI Fellowships Review Panel and shall be composed of a minimum of five members, at least one of whom is employed by the Federal Highway Administration/U.S. DOT.
- Applicants shall be ranked. The panel shall select and rank the applicants in merit order prior to submission to the Director, Universities & Grants Programs.
- The panel shall transmit copies of the nominations, merit order rankings, and recommend selections to the Director, Universities & Grants Programs.
- The Director, Universities & Grants Programs will recommend final selections to the Director, National Highway Institute, based on the panel selections and available funding.

### **TENURE**

- The tenure will be 9 to 12 months for each fellowship year.
- Fellowship recipients are eligible for funding only during the months of full-time enrollment in undergraduate or graduate degree programs.
- Unused funds must be returned to the Federal Highway Administration within 90 days of the termination of the fellowship.
- During tenure of the award, the recipient must maintain satisfactory academic performance as established by the college/university.



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### STIPEND, TUITION, AND TAXES

- The stipends shall be determined by HSI representatives based on local cost of living figures and shall be calculated as follows:

#### Monthly

Senior Level	Up to \$1,200
Masters Level	Up to \$1,400
Ph.D. Level	Up to \$1,600

Tuition, fees and program related expenses will be covered by the Program, if applicable.

- All program-related expenses must be supported by receipts/invoices.
- The recipients will be provided a one-time expenditure (up to \$1,000) for travel to Washington, D.C. to attend the annual Transportation Research Board meeting held in January. If applicable, remaining funds may be used for other transportation-related meetings that are approved by the Director, Universities & Grants Programs.
- Recipients may study or engage in research at Federal, State or local transportation agencies during their tenure if, in the judgement of the faculty at their institution and the Director, Universities & Grants Programs, such study will further their knowledge in transportation. The stipend rate will remain the same.
- Recipients must be advised that the stipend is taxable.

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### **PROJECT REQUIREMENTS**

- Undergraduate and graduate recipients must prepare a thesis/dissertation on a topic directly related to a relevant transportation problem or issue.
- The results of all research will be the property of FHWA and must be made available to the Federal Highway Administration on an unlimited royalty-free basis.
- Upon completion of research, a copy of research results must be submitted to the Director, Universities & Grants Programs.

### **RESTRICTIONS**

- No allowances for dependents.
- No reimbursement of university/administration costs.
- Recipients are eligible for funding only during the months of full-time enrollment in a degree program.
- All unused funds must be returned to the Federal Highway Administration.

## **DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM**

### **CONDITIONS OF ACCEPTANCE**

- Students must be enrolled in an HSI participating in the Eisenhower Program.
- Students must be enrolled in a full-time degree program.
- Students must be in a field of study directly related to transportation.
- Recipients may not accept another fellowship, scholarship, or similar award.
- Any changes to the grant agreement must be approved by the Director, Universities & Grants Programs.
- If an applicant chooses to decline a fellowship award, the Director, Universities & Grants Programs has the discretion to select the next applicant on the ranked list.

### **SCHEDULE**

#### **PROSPECTIVE PARTICIPANTS**

- HSIs seeking to participate in the DDE/HSI Program shall transmit their plans for implementing the fellowship program, designation of campus representative, draft announcements and applications, selection process designs, and fellowship budgets to the Director, Universities & Grants Programs, no later than July 15.
- Institutional applications shall include, at minimum, the data elements from the enclosed application template and may include educational and employment history, names of references, accomplishments and other information the college or university seeks for student evaluation. The form should include both the institutional and DDE logos.

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### **SCHEDULE (contd.)**

- The Director, Universities & Grants Programs, will review the plans and budgets and will transmit the approved announcements and selection process designs back to the HSI by August 1.

#### **ALL PARTICIPANTS**

- The HSIs shall distribute the announcements to potential applicants no later than September 15.
- The HSI campus representatives shall transmit biographical sketches for panel members to the Director, Universities & Grants Programs no later than November 20.
- HSIs must establish an application deadline on their campuses no later than February 1.
- The HSI campus representatives shall transmit the completed nomination forms to the Eisenhower HSI Fellowships Review Panels no later than February 15.
- The Review Panels shall meet on the campus of the HSIs prior to March 15.
- The HSI campus representatives shall transmit the lists of nominations (in rank order) along with the student files to the Director, Universities & Grants Programs no later than April 1.
- The HSI campus representatives will receive written notification of approved nominations no later than April 15.

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### **SCHEDULE (contd.)**

- The HSI campus representatives must notify the applicants of selections no later than May 5.
- The Eisenhower HSI Fellowships will be awarded by June 30.
- Recipients must be enrolled during the fall term.
- Each HSI campus representative must submit a student/institutional accomplishment report to the Director, Universities & Grants Programs, for the preceding year no later than June 15.

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**APPENDIX**

**UNIVERSITIES & GRANTS PROGRAMS STAFF**

Dr. Ilene D. Payne, Director, Universities & Grants Programs - (703) 235-0538

Ms. Alice Sykes, Program Manager - (703) 235-0536

Mr. Gordon Tapper, Senior Management Analyst - (703) 235-0537

Mrs. Angela Ford, Management Analyst - (703) 235-0538

**Web Page: <http://www.nhi.fhwa.dot.gov>**

# INSTITUTIONAL NOMINATION FORM

## **YOUR UNIVERSITY NAME**

### DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM HISPANIC SERVING INSTITUTIONS

## **APPLICATION**

**Please type or print legibly**

Name ( <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss)		Social Security Number
Date of Birth (month/day/year)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Ethnicity (optional) <input type="checkbox"/> Amer. Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not of Hispanic origin <b>Puerto Rico Only</b> <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic in Puerto Rico	U.S. Citizenship (required)  <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Address	Telephone Number ( ) -	
	E-mail Address	
Permanent Address	Telephone Number ( ) -	
Academic Department	Major Field of Study	
Degree Sought	Credit Hours Earned	Classification  <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate
Name, Title and Address of Campus Representative	Telephone Number ( ) -	
	Fax Number ( ) -	
	E-mail Address	
Signature of Applicant	Date	
Signature of Campus Representative	Date	